

The City of Renton is accepting applications for

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## **ADMINISTRATIVE ASSISTANT (FIRE)**

***Recruitment Number: 2010-09/001***

(Non-Represented, Civil Service Position)

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**Salary Range: \$4,143 - \$5,046 per month**

**Date Opened: January 27, 2010**

**Date Closed: February 12, 2010**

***In order to be considered for this position, applicants must submit the following:***

***(1) City of Renton Application, (2) Skill Sheet, (3) Resume, and (4) Cover Letter***

### **APPLICATION PROCEDURE**

To be considered for this position in the Renton Fire and Emergency Services Department, complete and return a **City of Renton Application, Skill Sheet, Resume** and a **Cover Letter** on or before 5:00 pm on the closing date to Human Resources and Risk Management (HRRM), 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.**

***Applications may be obtained by using the following options:***

- *Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on "City Jobs";*
- *Request an application via email at [jtarasewicz@rentonwa.gov](mailto:jtarasewicz@rentonwa.gov);*
- *Visit the Human Resources & Risk Management Department on the first floor at City Hall; or call 425-430-7650.*

### **NATURE OF WORK**

Under the direction of the Renton Fire Chief, plan and perform technical administrative office coordination to assure smooth, timely and efficient office operations for the department; relieve the Administrator of technical clerical and administrative duties having department-wide impact; research, collect, analyze and compile data and information for inclusion in reports; train, schedule, supervise and evaluate assigned clerical personnel; maintain complex financial records, files and budgets related to departmental operations, programs and expenditures.

### **REPRESENTATIVE DUTIES**

- Plan and perform technical administrative office coordination; relieve the Administrator of technical clerical and administrative duties having department-wide impact; compose, prepare and type a variety of correspondence, memos, reports and other materials.
- Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned department; research, analyze and prepare recommendations or conclusions on assigned projects.
- Organize and coordinate office functions, activities and communications; assure efficient workflow and office operations.
- Train, schedule and assign duties to office clerical and secretarial staff; supervise and evaluate the performance of assigned personnel; chair staff meetings to facilitate the accurate flow of information and work assignments.
- Maintain complex and comprehensive financial records and files pertaining to departmental expenditures, budget balances, investments, payroll and operations; prepare status reports, charts and graphs as requested.
- Prepare a variety of statistical, financial and narrative reports and records as necessary; assist in budget projection, preparation, maintenance and control; prepare and coordinate purchase of office supplies, equipment and other expenditures.
- Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval.

- Provide staff support and clerical and administrative assistance to boards and committees.
- Research, analyze and prepare information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings and City literature; coordinate efforts with City departments, government agencies and vendors.
- Participate on a variety of City committees, study groups and task forces; attend a variety of meetings including staff meetings as assigned.
- Perform complex and varied secretarial support to relieve the department head of administrative detail.
- Operate business and office machines including computers, copiers, calculator, and typewriter.
- Develop and prepare specifications for departmental projects, contracts, purchases and equipment; research, prepare and administer grants.
- Perform related duties as assigned.
- ***Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.***

#### **MINIMUM REQUIREMENTS**

Any combination equivalent to: two years college-level training with specialized course work in business administration, office management, secretarial training or related field and four years of increasingly responsible secretarial or administrative office support experience.

#### **LICENSES AND OTHER REQUIREMENTS**

Some positions in this classification may be required to possess a valid Washington State driver's license and take and transcribe shorthand at 120 words per minute.

#### **SELECTION PROCEDURE**

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application materials will be invited to participate in a competitive selection process consisting of a series of skills tests. The skills tests will consist of a Basic Word exam, a Basic Excel test, and a Proofreading II exam, each requiring a passing score of 70%. Passing applicants will be asked to take a PowerPoint exam and complete a writing sample, both of which will be used for advisory purposes.
- Top passing candidates will be scheduled for an oral interview weighted at 100% of the total score and requiring a 70% passing score to be placed on the eligibility list. A 6-month eligibility list may be established following completion of the testing process.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HRRM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.
- **Employment is contingent upon on a successful passing a pre-employment background check.**

#### **VETERAN'S PREFERENCE**

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5% to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity/jt.*